



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF THE UNDERSECRETARY FOR HEALTH**

Ernie Fletcher
Governor

DEPARTMENT FOR MEDICAID SERVICES
COMMISSIONER'S OFFICE
275 E. Main Street, Mailstop 6W-A
Frankfort, KY 40621
www.chfs.ky.gov

James W. Holsinger, Jr., M.D.
Secretary

TO: Kentucky Medicaid Trading Partners

FROM: Jan Howell, J.D. *JH*
Deputy Commissioner

DATE: December 2, 2005

SUBJECT: New Trading Partner Agreement, Confidentiality Agreement, and Telecom Agreement Required --
Follow Up Reminder

On October 7, 2005, we notified you that the transition of fiscal agent operations to Electronic Data Systems (EDS) on December 1, 2005 requires new trading partner agreements between the Commonwealth and your organization. We asked you to review, authorize, and return these agreements by October 28, 2005. As of December 2, we have not received your agreements.

NOTE: If you are a provider who submits claims through a trading partner, such as a clearinghouse, you are not required to complete these agreements.

The three agreements include:

1. **Trading Partner Agreement** – defines the exchange of information in electronic transactions between the Cabinet for Health and Family Services (CHFS) and external trading partners
2. **Confidentiality Agreement** – defines the confidentiality standards CHFS contractors must follow
3. **Kentucky Cabinet for Health and Family Services Telecommunications Agreement** – defines the rights and responsibilities concerning access and transfer of data resident on the Commonwealth of Kentucky Medicaid Management Information System and the transmission of this data between CHFS or its fiscal agent and Medicaid providers

Please provide the required information, sign each agreement, and return by December 22, 2005 to the attention of Marla Smaltz via fax at 502-564-0509 or via mail to the following address:

Marla Smaltz – Trading Partner Agreement Processing
Department for Medicaid Services
Commissioner's Office
275 E. Main Street– Mail Stop 6W-A
Frankfort, KY 40621

Please contact Marla Smaltz at 502-564-8196 at extension 3140 with any questions. Your prompt attention to this request minimizes potential claims submission and processing issues that could occur otherwise. Thank you for your attention to this request.